April 15, 1986

MEMORANDUM

To: Peter Sparber

From: Susan Stuntz, Jeff Ross, Lisa Osborne

Subject: Corporate Contacts Re Workplace Smoking

Following is the public smoking issues team quarterly cumulative report on companies, unions, associations and restaurants with which we have had contact. This report details contacts made between January 8, 1986 and April 8, 1986.

These contacts include more than 1,500 companies who have attended seminars at which a TI representative or consultant spoke; some 170 individual companies, several trade associations and 14 national, state and local chambers of commerce with whom we are working to produce guidelines and assistance for members. They also include 13 state restaurant groups as well as the National Restaurant Association.

Among the highlights of this report are :

. Our contacts with the Michigan, Vermont, New Hampshire and U.S. Chambers of Commerce. All three state chambers agreed to work with us to produce for their members booklets counseling reasonable accommodation of smokers and nonsmokers in the workplace.

. Continuing contact with businesses in New Jersey charged with developing a policy to conform with New Jersey law. As a result of a brochure distributed by the New Jersey Business and Industry Association, and referrals by NJBIA, we have worked with dozens of employers (including GrandMet in Montvale) to ensure reasonable accommodation.

. Results of follow-up conversations with four companies with whom we had worked in the past. In two cases -- Teachers' Insurance and Annuity Association and the Denver Public Service Commission -- our contacts told us that our materials were major factors in corporate decisions to forgo formal policies in lieu of individual cooperation and case-by-case resolution of problems. The other two companies -- Exxon and American Express in New York -- reported that they had no smoking-related problems and therefore no plans to adopt policies.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Our 1986 issues plan calls for 120 individual issue briefings and 20 presentations to chambers of commerce and professional organizations. At the end of the first quarter, we have met 35 percent of the first goal and 55 percent of the second. In addition, we have responded to and are following up on 173 requests for assistance. We anticipate that planned mailings to Fortune 1000 companies and aggressive promotion of our materials and arguments will lead to an increase in demand for our services in the coming months.

As always, this report is divided into three sections -- the first detailing contacts made since our January 1986 quarterly report; a second on pending contacts; the third on completed contacts.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

New Contacts

Region I
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Mike Scatamacchia
Pitney Bowes
Stamford, CT

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Pitney Bowes is considering a policy restricting smoking within all facilities. Having received the workplace kit, Scatamacchia requested additional information but declined any immediate TI assistance. We will follow up.

Robert Burch
Save The Children
Westport, CT

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Philip Morris placed us in contact with Burch concerning Save The Children's recent smoking policy that bans smoking in work areas. We previously provided information to the director of personnel. The organization appears to be reevaluating the necessity of a restrictive policy and requested samples of more reasonable policies. A number of samples were provided. We will continue to follow up.

Richard Lupien
Honeywell Information Systems
Billerica, MA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

A workplace committee at Honeywell is attempting to draft a workplace smoking policy. One option under consideration is a total ban. Having received the workplace kit, Lupien requested additional information and assistance. A meeting will be scheduled in early spring.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Lupien noted that he had supported workplace smoking bans, but has changed his position since reviewing our materials.

William Harris
G.H. Bass and Company
Berlin, NH

Field Staff Contact: Notified of request and will assist with follow up if necessary.

The company's manufacturing branch is not considering a policy but is experiencing some disputes among its 300 employees. Having received the workplace kit, Harris requested additional information and TI assistance. A personal meeting will be scheduled for early spring.

Yvonnne Nanasi
Business & Industry Association
of New Hampshire
Concord, NH

Field Staff Contact: Field Staff scheduled and attended meeting and is coordinating and assisting with follow up.

We met with Nanasi to discuss preparing a workplace smoking brochure that focuses on reasonable, voluntary solutions. Nanasi agreed to go forward with the project and we are producing a brochure. Nanasi also agreed to refer us to companies that are facing problems.

The Association has been active in opposing the proposed workplace smoking legislation. We are continuing to follow up.

Christopher G. Barbieri
Vermont State Chamber of Commerce
Montpelier, VT

Field Staff Contact: Scheduled and attended meeting. Coordinating and assisting with follow up.

We met with Barbieri to discuss a brochure to advise employers on how to deal with smoking problems in the workplace. Barbieri endorsed the concept; we are producing the brochure in conjunctin with Associated Industries of Vermont. Barbieri also agreed to refer to us companies that may be facing problems.

Barbieri has been very supportive of our position in opposition to workplace smoking legislation. We are continuing to follow up and to cultivate our relationship.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Peter Foote
Associated Industries of Vermont
Montpelier, VT

Field Staff Contact: Scheduled and attended meeting. Coordinating and assisting with follow up.

We met with Foote to discuss a voluntary approach to the workplace smoking issue. Foote agreed to cosponsor a brochure with the Vermont Chamber of Commerce. We are currently in the process of producing the brochure.

Foote has also been very supportive of our position on workplace smoking legislation and agreed to refer companies to us that are experiencing problems.

Region II
(New Jersey, New York, Pennsylvania)

John Walsh
Archdiocese of Newark
Newark, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Walsh was appointed to a workplace smoking committee of priests and nuns charged with developing a policy in response to the New Jersey law for the Archdiocese's 1500 employees. We provided ten workplace smoking kits, the NJBIA employers' guide and sample workplace smoking policies for the committee's first meeting. We will follow up.

Joe Wendolowski
Metroplex
Edison, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Wendolowski was referred to us by NJBIA. He was charged with developing a reasonable corporate policy in response to the New Jersey law. The company is a distributor of gourmet foods. In addition to our workplace smoking kit, we provided sample policies. We will follow up.

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Ray Widmer
Horizon Bank Corporation
Morristown, NJ

Field Staff Contact: Field staff was contacted by a Horizon employee in response to the company's restrictive policy. Will assist with follow up if necessary.

In response to the New Jersey law, Widmer banned smoking in the workplace. As a result, we corresponded with Widmer and offered our assistance in developing a more reasonable policy. We will follow up if necessary.

Leonard Frisco
Stevens Institute of Technology
Hoboken, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Frisco was referred to us by the New Jersey Business and Industry Association. Frisco is responsible for developing a workplace smoking policy in response to the New Jersey law and requested sample policies. We provided Frisco our workplace smoking kit and examples of reasonable policies. We will follow up.

Leslie Hansen
J.M. Huber Corporation
Edison, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Hansen is working with management in developing a workplace smoking policy in response to the New Jersey law. She specifically requested our materials on health effects of environmental tobacco smoke and sample workplace smoking policies. In addition we provided Hansen with the NJBIA employer's guide. We will follow up.

Roger W. Hooker
GrandMet USA Inc.
Montvale, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Hooker requested that we provide samples of workplace smoking policies he could use in drafting a reasonable corporate policy in response to the New Jersey law. We provided Hooker with the NJBIA employer's guide and

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sample policies. In a follow up, Hooker contacted us to review his draft policy. We will follow up if necessary.

Robert C. Kluthe
Exxon International Co.
Florham Park, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Kluthe was referred to us by NJBIA to provide assistance in developing a workplace smoking policy in response to the New Jersey law. We provided Kluthe with our workplace smoking kit and samples of reasonable policies. We will follow up.

Donna Metzler
Waldman Graphics, Inc.
Pennsauken, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Metzler was referred to us by NJBIA for assistance in developing a policy in response to the New Jersey law. We provided Metzler with our workplace smoking kit and samples of reasonable policies. We will follow up.

David W. Morris
Monmouth County Planning Board
Freehold, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Morris has been charged with developing a policy in response to the New Jersey law. We provided Morris with the NJBIA employers' guide, our workplace smoking kit and samples of reasonable workplace smoking policies. We will follow up.

Meg Royden
NOVILLE
North Bergen, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Royden was referred to us by NJBIA. NOVILLE, a manufacturer of cosmetics, is in the process of drafting a corporate policy in response to the New Jersey law. Royden requested our workplace smoking kit and samples of policies. We will follow up.

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Vincent J. Russo
BBC Brown Boveri Inc.
North Brunswick, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Russo was referred to us by NJBIA. The company is in the process of developing a policy in response to the New Jersey law. We provided Russo with sample workplace smoking policies and ideas on designating smoking and nonsmoking areas. We will follow up.

Steve Swirsky
Wender, Murase & White
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Swirsky was assigned to draft workplace smoking policies for ten New Jersey clients in response to the New Jersey law. We provided Swirsky with ten workplace smoking kits, ten NJBIA employers' guides and sample workplace smoking policies. Swirsky indicated that all of his clients wanted to establish reasonable guidelines. We will follow up. Swirsky offered to put us into contact with companies that need assistance.

Lisa Sweeney
Chase Manhattan Bank
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Sweeney reported that Chase is in the process of developing a corporate smoking policy. In addition to the full Response Analysis report, Sweeney requested our workplace smoking kit and samples of policies. Chase seems to be very concerned about the productivity aspects of a restrictive policy. We may be asked to provide further assistance. We will follow up.

Jedd Mendelson, Esquire
Seyfarth, Shaw, Fairweather & Geraldson
New York, NY

Field staff Contact: Notified of request and will assist with follow up if necessary.

Mendelson, a labor attorney, said some of his clients

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requested information about workplace smoking. Having received the workplace kit, he requested additional information and mentioned the possibility of TI participating in a "smoking seminar" his firm presents on an ad hoc basis. We will follow up if necessary.

Sheila Alter
RKO General Inc.
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Although not considering an overall company policy, RKO must comply with various state laws. Having received the workplace kit, Alter requested additional information but declined any immediate TI assistance. We will follow up.

Marilyn DeSevo
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

DeSevo asked us to recommend air filtration devices to alleviate complaints from her nonsmoking co-workers. We provided DeSevo with a Consumer Reports article rating various air cleaners along with a workplace kit. We will follow up if necessary.

Francine G. Feldman
Kalish & Rice
Philadelphia, PA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Feldman is an account executive with a public relations firm that represents a company that manufacturers air cleaning equipment. They are in the process of developing a video tape presentation encouraging companies to approach the workplace smoking issue in a reasonable manner. Feldman requested that we review their presentation upon completion. We agreed and also provided Feldman with our materials. We will continue to follow up.

Paulette Montville
Dept. of Labor and Industry
Commonwealth of Pennsylvania
Harrisburg, PA

Field Staff Contact: Originally notified and forwarded

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request to us. Will assist with follow up if necessary.

Montville, a labor relations specialist, was asked to research the workplace smoking issue in order to eventually write a policy. The department is under a collective bargaining agreement with union.

In addition to providing materials, we held a productive meeting with Montville, the department's safety manager and legal counsel. The department appears to be working towards reasonable guidelines. They noted that the policy adopted for their 17,000 employees would probably set the precedent for other Commonwealth agencies. We are continuing to follow up.

Benjamin Olney
Westfield, PA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Olney requested information to combat an effort by co-workers to restrict smoking. We provided materials and offered further assistance. We will follow up.

Joseph C. Thomas
Lionville Manufacturing Corporation
Lionville, PA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Thomas, via a business reply card, requested more information about workplace smoking. We were unable to contact him by phone but offered our toll free number via correspondence. We will follow up if necessary.

Region III
(Illinois, Indiana, Michigan, Ohio)

Henry Budzinskin
Chicago, IL

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

Budzinskin called to request advice in dealing with a workplace smoking problem. We recommended a common sense and courtesy approach and provided our workplace smoking kit. We may be asked to follow up.

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Donna Horberg
Chicago, IL

Field staff Contact: Notified of request and will assist with follow up if necessary.

Horberg contacted us via the business reply card enclosed in all workplace kits. Because we do not have a business address, we wrote her to contact us for further assistance. We will follow up if possible.

Camille Olsen
Chicago, IL

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Olsen contacted us via the business reply card. Because we do not have a business address, we requested via correspondence for her to contact us for further assistance. We will follow up if possible.

Scott Staples
Village of Woodridge
Woodridge, IL

Field Staff Contact: Notified of request and assisting with follow up.

A dispatcher with the Village of Woodridge contacted us concerning a restrictive policy that prohibited her from smoking in the workplace. In response, we corresponded with the Village administrator offering our assistance in developing a more reasonable policy. We will follow up.

Betty Newcomb
EEO Director
Ball State University
Muncie, IN

Field Staff Contact: Notified of meeting and will be involved if follow up is necessary.

Newcomb, a past president of the American Association of Affirmative Action, met with us during the AAAA annual meeting in Atlanta. Although she has successfully dealt with smoking-related workplace problems, we forwarded samples of our materials to her for future reference.

Richard K. Studley
Michigan State Chamber of Commerce
Lansing, MI

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Field Staff Contact: Scheduled meeting and will assist with follow up.

We met with Studley to discuss preparing a workplace smoking brochure offering guidelines on developing reasonable workplace smoking solutions for the chamber's 17,000 members. Studley enthusiastically responded and we have agreed to provide an initial draft.

The Michigan Chamber has earnestly supported our efforts to oppose state and local smoking restrictions. Studley also agreed to put us in touch with member companies that need assistance. We are continuing to follow up.

Barbara Stanton
Detroit Free Press
Detroit, MI

Field Staff Contact: Notifed of request and will assist with follow up if necessary.

Stanton was appointed co-chair of a workplace smoking committee charged with developing a policy. We provided Stanton with our workplace smoking kit and samples of reasonable policies. We may be asked to make a presentation to the committee once they get underway. We will follow up.

Edward Youngman
Heath Company
St. Joseph, MI

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Heath Company is not considering a policy but has experienced some complaints from nonsmokers. Having received the workplace kit, Youngman requested additional information but declined any immediate assistance. Employees are unionized. We will follow up.

Bobby Fraser
Battle Creek, MI

Field Staff Contact: Notified of contact and will follow up.

Fraser contacted us to offer assistance in opposing state and local smoking restrictions. Field staff was notified to enroll Fraser as a TAN activist. We also provided Fraser with our workplace smoking kit.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Kim Lawrence
Jones Day Reavis & Pogue
Cleveland, OH

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Lawrence requested several of our workplace smoking kits and model policies to provide clients that are facing the issue. In addition, we offered further assistance in assisting their clients. We will follow up.

Clifford McElfresh
Columbus, OH

Field Staff Contact: Notified of request.

Philip Morris forwarded McElfresh's request for materials on workplace smoking in conjunction with a research project. We provided our workplace smoking kit.

Lauren R. Werling
Columbus, OH

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Brown & Williamson referred Werling's request to us. Werling expressed her concern with restrictive workplace smoking policies and requested materials she could share with her employer. We will follow up.

Beckey Wiley
Shopsmith Incorporated
Dayton, OH

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Wiley contacted us to express her concern over a restrictive workplace smoking policy that Shopsmith will be phasing in over the next two years. Wiley requested our materials to share with her employer. We also offered to contact Shopsmith and offer our assistance in developing a reasonable policy. We will follow up.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Region IV
(Iowa, Minnesota, Nebraska, N.Dakota, S.Dakota, Wisconsin)

Richard Olson
Machinists Union Local
Algona, IA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Olson requested our assistance in preparing for an arbitration case challenging an employer's workplace smoking policy. We provided Olson with our workplace smoking kit focusing on union aspects.

In a follow up, Olson requested copies of several legal cases and stated that his case was scheduled for consideration in April. We have offered our assistance and will follow up.

C. Robert Jones
Control Data Corp.
Bloomington, MN

Field Staff Contact: Notified of request and will assist with follow up if necessary.

In response to several news articles concerning the implementation of Control Data's smoking policy we corresponded with Jones advocating a more reasonable apprcach to the workplace smoking issue. We offered our assistance in developing a reasonable policy. We will follow up if necessary.

Robert Reed
Northwest Orient Airlines
Minneapolis, MN

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Another Minnesota corporate contact referred Reed to us. Northwest Orient is moving to a new and larger office facility and Reed is looking at revising the corporate smoking policy. We provided Reed with our workplace smoking kit and offered our assistance. We will follow up.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Minnesota Department of Health
Minneapolis, MN

Field Staff Contact: Notified of request and will assist with follow up if necessary.

At the Department's request, we provided our workplace smoking kit. We will follow up if necessary.

Kathy Psket
Milwaukee, WI

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Lorillard forwarded Psket's request for assistance. Psket is a union representative and is challenging her employer's restrictive workplace smoking policy. We provided Psket with our workplace smoking kit focusing on union aspects and offered our assistance. We will follow up.

Region V
(Alaska, Hawaii, Idaho, Montana, Oregon, Washington)

Frank G. Sanchez
EG&G Idaho Inc.
Idaho Falls, ID

Field staff contact: Copied on correspondence.

Sanchez is human resources director of this nuclear power facility. He also is a member of the board of directors of the American Association of Affirmative Action. We met with him during the AAAA annual meeting in Atlanta, and discussed his methods of dealing with smoking problems in the workplace. He is supportive of our position, and asked for materials that would help him with his problems. We mailed appropriate materials and will continue to stay in touch with him.

Kathleen G. Spiegelberg
United States Department of Agriculture
Orofino, ID

Field Staff Contact: Notified of Request and will assist with follow up if necessary.

Spiegelberg's request for assistance came from U.S. Tobacco. Spiegelberg has been appointed to a workplace smoking committee. We provided our workplace smoking

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

materials and offered our assistance. We will follow up if necessary.

Jan Mendenhall
Decoto Aircraft Inc.
Yakima, WA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Mendenhall attended one of the Washington Association of Business workplace smoking seminars last fall and requested some sample workplace smoking policies. We provided Mendenhall with these and other materials that have become available since the seminar. We will follow up.

Region VI
(Delaware, D.C., Georgia, Maryland, N. Carolina, S.Carolina, Virginia, W. Virginia)

Meg Amentt
Blue Cross & Blue Shield
Wilmington, DE

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

Amentt was referred to us by one of our public relations counsel. Amentt alerted them to Blue Cross & Blue Shield's proposed workplace smoking ban. We provided Amentt with our workplace smoking kit and offered to provide further assistance. We will follow up.

Billy P. Mitchell
Chamber of Commerce of The United States
Washington, DC

Field Staff Contact: Notified of contact.

We met with Mitchell in his capacity as liaison with state chamber of commerce executives. Mitchell agreed to place us in contact with specific state chamber of commerce executives. Mitchell also provided some useful insights concerning the Chamber Executive article on smoking in the workplace and ideas for a response. We will continue to work with Mitchell.

Washington Board of Trade
Workplace Smoking Seminar -- 3/20/86
Washington, D.C.

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Field Staff Contact: Input requested in decision to participate. Field staff and lobbyist attended portions of the seminar.

Approximately 50 personnel professionals attended this seminar to assist companies in developing workplace smoking policies. In addition to our presentation, the seminar provided attendees with balanced legal information and the perspective of C & P Telephone company in developing their policy. Despite the participation of Robert Rosner of Seattle, WA, the primary theme of the program was to develop reasonable policies.

The Washington Board of Trade has consistently opposed the D.C. workplace smoking legislation and this was their effort to demonstrate to the council that businesses can handle the issue on their own. Field staff is continuing to follow up with the Board and we have mailed 22 (see attached list) follow up letters to represented companies. We will follow up with each.

Roger Williams
Office of Campaign Financing
Washington, D.C.

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Williams contacted us concerning his employer's proposal to ban smoking in his 42-employee office. The director of the agency threatened suspension if rule is violated. We provided Williams with materials but he declined all offers of assistance. We will follow up if necessary.

Jean Moon
Patuxent Publishing Corporation
Columbia, MD

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

An employee alerted us to Patuxent's workplace smoking ban. We corresponded with the general manager and offered our assistance in developing a policy that accommodates smokers and nonsmokers. We will follow up if necessary.

Robert Pinard
Chevy Chase Savings & Loan
Chevy Chase, MD

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Pinard alerted us to his employer's policy that prohibits smoking in some work areas. Pinard requested our materials to share with his employer. We will follow up if necessary.

Ronald Rosser
Bethesda, MD

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

R.J. Reynolds referred this request for assistance to us. Rosser is a firefighter with the Bethesda, MD fire department. The department has initiated a smoking policy that prohibits smoking except in the restroom. We have provided Rosser with our materials and offered our assistance. We may be asked to follow up.

Linda Fortney
Gibsonville, NC

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Fortney, a librarian, called for advice concerning her employer's workplace smoking policy. We provided Fortney with our workplace smoking kit and samples of reasonable policies to share with her employer. We will follow up if necessary.

Donald F. Harrow
The Charlotte Chamber of Commerce
Charlotte, NC

Field Staff Contact: Notified of request.

In response to an American Lung Association effort to encourage Charlotte area employers to develop restrictive workplace smoking policies we met with Harrow to discuss how we can assist employers in taking a more reasonable approach to the issue. Harrow concurred with our approach and agreed to refer to us companies experiencing problems.

The chamber is currently considering the possibility of working with us on developing a chamber brochure advocating this approach. We are following up.

Dewey Tedder
Brown & Williamson
Greensboro, NC

Field Staff Contact: Notified of request and will

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assist with follow up if necessary.

Tedder alerted us to their travel agent's workplace smoking ban. Tedder requested that we draft a letter for him to send to the company president expressing his concern with the policy. We submitted the draft letter to Tedder along with a workplace smoking kit to include. We will follow up and may be asked to provide further assistance.

Trion Corporation
Sanford, NC

Field Staff Contact: Notified of request to participate and will assist with follow up if necessary.

Trion, a manufacturer of air cleaning equipment, requested a 45 minute presentation on workplace smoking at the annual meeting of their sales representatives in Raleigh. Approximately 125 individuals attended the meeting.

Our presentation was enthusiastically received and the attendees expressed an eager willingness in working with us on encouraging a reasonable approach to the issue. We will follow up with all attendees.

Mark R. Bacon
National Wildlife Federation
Vienna, VA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Bacon alerted us to the Federation's new wellness program that includes a smoking policy that will ban workplace smoking effective 01/01/87. In response, we corresponded with the Federation's executive director and offered our assistance in coming up with a more reasonable policy. We may be asked to provide further assistance.

Don Kildoo
United Airlines
McLean, VA

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

In response to crowded working conditions and poor ventilation, this reservations division has temporarily restricted smoking in work areas. We were alerted to the situation by an employee and have offered our assistance in working out a reasonable solution. We

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

will follow up if necessary.

Joe Morton
Emergency Services
Norfolk, VA

Field Staff Contact: Notified of contact and assisting with follow up.

Morton, a dispatcher for Norfolk's emergency services, alerted us to the division's work station smoking ban. The intensity of the job prevents break opportunities. It appears that this is the only segment of the city government where this policy applies.

We have contacted the coordinator of emergency services and offered our assistance in developing a more reasonable policy. Field staff is also exploring political options in reducing the severity of the policy. We are continuing to follow up.

Michael D. Upton
Communications Workers of America
Local 2202
Virginia Beach, VA

Field Staff Contact: Notified of contact and may be asked to assist with follow up.

In response to a news article where Upton was quoted on C & P Telephone Company's recently announced smoking policy, we provided our information focusing on union aspects of the issue and offered our assistance.

In addition, we have responded to a number of C & P employees who have expressed their concern with the policy. In all cases, in addition to offering our own assistance, we have encouraged these individuals to express their concern with their union representative.

We are continuing to follow up with the union on the local, state and national level.

Ronald Winkler
Spot Image Corporation
Reston, VA

Field Staff Contact: Notified of request and may assist with follow up.

As the corporation's new director of personnel, Winkler has been charged with developing recommendations on the workplace smoking issue. We provided Winkler with our workplace smoking kit and may provide further assistance

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

if necessary. We will follow up.

Region VII
(Alabama, Arkansas, Florida, Kentucky, Louisiana, Mississippi, Tennessee)

Jack McHale
A.P.W.U. Local
Cocoa Beach, FL

Field Staff Contact: Notified of request and will assist with follow up if necessary.

McHale, president of the A.P.W.U. local, contacted us for assistance in opposing a workplace smoking ban being promoted by the postmaster. Originally, the postmaster attempted to establish the policy under the guise of complying with the Florida Clean Indoor Air Act.

McHale requested our materials to prepare for a labor-management meeting on the issue. We provided McHale with our workplace smoking kit focusing on union aspects of the issue. In a follow up we learned that the postmaster seems to have backed off promoting the policy for now. We will continue to follow up.

John Poundstone
Department of Health
Lexington, KY

Field Staff Contact: Notified of request and is handling follow up.

A Lexington County Department of Health employee notified us concerning the commissioner's recent policy that bans smoking within the building. Field staff has responded to the employee's request for assistance and is attempting to secure some accommodation for smokers. We will follow up if necessary.

Clark R. Cosse III
Louisiana Association of Business and Industry
Baton Rouge, LA

Field Staff Contact: Scheduled meeting and lobbyist attended. Will assist with follow up if necessary.

We met with Cosse to discuss how we can reach companies facing the workplace smoking issue. Cossee agreed to refer companies to us that are experiencing problems. Cosse declined--for now--our offer to work with them in developing a workplace smoking brochure. Cosse

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

expressed the Association's concern about raising the issue when there are no problems.

The Association is very supportive of our position on workplace smoking restrictions. We will continue to follow up as needed.

Region VIII
(Colorado, Kansas, Missouri, New Mexico, Oklahoma, Texas, Wyoming)

Allen & Shelly Daly
Fruita, CO

Field Staff Contact: Notified of request and will assist with follow up if necessary.

The Dalys were selected for their employer's workplace smoking committee to develop a smoking policy in response to the Grand Junctin ordinance. They asked for our materials and an interpretation of an employer's obligation under the ordinance. We provided our workplace smoking kit and a legal interpretation via our legal counsel. We will follow up.

Mary Ehwa
McClelland Tobacco Company
Kansas City, MO

Field Staff Contact: Alerted to Ehwa's offer of assistance and will continue to follow up.

Ehwa called to alert us to the proposed Kansas City public smoking ordinance. We provided Ehwa with our public smoking materials and field staff enrolled her as a TAN activist. According to field staff, Ehwa testified before the city council on the proposal.

Joyce Fuller
Postmaster
Spring, TX

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

Fuller is in the process of developing a workplace smoking policy and because of poor ventilation is leaning towards a smoking ban. We provided her with our materials including reasonable policy options and offered the service of our ventilation consultant. We will follow up and may be asked to provide further assistance.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

William P. McVay
Keller, TX

Field Staff Contact: Notified of request and will assist with follow up if necessary.

McVay contacted us via the business reply card. Because we don't have a business address, we wrote, asking him to contact us for further assistance. We will follow up if possible.

Region IX
(Arizona, California, Nevada, Utah)

Sally Adler
BasicFour
Tustin, CA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Adler contacted us to express concern with her employer's workplace smoking policy in response to the Tustin ordinance. The policy bans smoking in the building. Although, the Tustin ordinance merely requires the designation of smoking and nonsmoking areas, the BasicFour policy announcement implied that the smoking ban was precipitated by the ordinance.

At Adler's request, we contacted her employer with our interpretation of the ordinance--via legal counsel--and offered our assistance in developing a policy that accommodates smokers and nonsmokers. We will follow up if necessary.

Bob Milaway
Wilson & George Meyer Company
Hayward, CA

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Milaway expressed concern that his company's workplace policy was overly restrictive. We sent Millaway a workplace kit and offered further assistance. We have received a copy of the company's policy and are continuing to follow up.

Pat Lubeck
Modesto, CA

Field Staff Contact: Notified of request and will

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

assist with follow up if necessary.

Lubeck contacted us via the business reply card. Because we have no business address, we asked Lubeck via correspondence to contact us for further assistance. We will follow up if possible.

Paul Forte Jr.
Manager, Human Resources Programs
Lawrence Livermore National Laboratory
Livermore, CA

Field Staff Contact: Notified of conversation.

Forte also is a member of the American Association of Affirmative Action board of directors, with whom we talked during the AAAA annual meeting in Atlanta. Although he has encountered no problems with smoking/nonsmoking employees, he asked for materials for future reference. They have been provided.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Pending Contacts

Region I
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Noella Nuzzo
Bristol Press
Bristol, CT

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Nuzzo informed us of Bristol Press' new workplace smoking ban. Nuzzo indicated the policy was initiated because of one inconsiderate employee. Nuzzo -- who is represented by a union -- requested legal information and will discuss the situation with her union representative. We provided Nuzzo with the information she requested and will continue to follow up with her.

Patricia Wall
Maine Chamber of Commerce and Industry
Augusta, ME

Field Staff Contact: Initiated contact and will coordinate implementation of project.

The Chamber has expressed an interest in working with us to coordinate a workplace smoking seminar and prepare an employer's guide to the Maine law requiring employers to develop workplace policies. The brochure is in the final stages of production. It will be mailed in late April to chamber members. An article announcing its availability also will appear in the May issue of Maine Today.

Gary Thomas
Fallon Community Health Plan
Worcester, MA

Field Staff Contact: Staff contacted and provided guidance.

Thomas indicated that the company has established a committee to consider several options to deal with workplace smoking. We have mailed a kit, and are following up regarding a presentation.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Pauline Rodriques
New England Bell
Somerset, MA

Field Staff Contact: Staff informed and has provided follow up information. Field staff is attempting to arrange a meeting between TI staff and Bell officials.

Rodriques, a customer service representative, called in anticipation of a smoking ban. We have provided information, and continue to seek a meeting with Bell officials.

Region II
(New York, New Jersey, Pennsylvania)

Lester Kurtz
New Jersey Business & Industry Association
Trenton, NJ

Field Staff Contact: Notified of contact and will assist with follow up if necessary.

We met with Kurtz to pull together the employers guide to the New Jersey law. In addition, Kurtz requested sample policies to provide companies and agreed to refer companies to us that need assistance.

Kurtz was recently appointed to the New Jersey Department of Health's Commission on Smoking and Health and requested our assistance in preparing for these meetings. We are arranging for Kurtz to meet with us on the issues under consideration by the Commission. We are continuing to follow up.

Jan Thomas
Long Island Railroad
Jamaica, NY

Field Staff Contact: Staff alerted to request.

Thomas called for information on claimed ETS health hazards, noting that the engineers' union has begun arbitration on the issue. According to Thomas, the union wants a smoking ban, even though some of them smoke.

In a follow up phone call, Thomas said arbitration has begun and the number of complaints alleging health hazards has increased. She was very eager for our assistance. We are scheduling a meeting for early May.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Diane Riddick
Teachers Insurance and Annuity Association
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Riddick attended the New York Chamber of Commerce and Industry workplace smoking seminar on 10/02/85 and subsequently requested copies of sample workplace smoking policies. We provided Riddick with samples of reasonable policies and offered our assistance.

In a follow-up phone call, Riddick reported that option to write formal policy was forfeited in favor of recommending accommodation/cooperation among employees. Thus far only person has asked to be moved to another section. Riddick was very pleased with materials and requested new/updated data.

Cathleen M. Conlon
Amercian Re-Insurance Company
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Conlon attended the New York Chamber of Commerce and Industry workplace smoking seminar on 10/02/85 and subsequently requested copies of sample workplace smoking policies. We provided Conlon with samples of reasonable policies and offered our assistance.

In a follow-up phone call, Conlon said the informal policy stressing accommodation that her company had adopted was being threatened by top-level supervisor complaints. They are experimenting with air purification devices. Offer of further TI assistance was declined.

Patricia A. Agnello
Exxon Corporation
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Angello attended the New York Chamber of Commerce and Industry workplace smoking seminar on 10/02/85 and subsequently requested copies of sample workplace smoking policies. We provided Angello with samples of reasonable policies and offered our assistance.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

In a follow-up phone call, Agnello said no formal policy has been adopted because workplace smoking was not an issue. NJ and CT offices have policies in compliance with the law. She added that if NY enacts a law the office will comply but "no internal action is warranted." Offer of further TI assistance declined.

Bernard C. Flatow
ITT Communications Services, Inc.
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Flatow attended the New York Chamber of Commerce and Industry workplace smoking seminar on 10/02/85 and subsequently requested copies of sample workplace smoking policies. We provided Flatow samples of reasonable policies and offered our assistance.

In a follow-up phone call, Flatow said his committee's workplace policy which "recognizes the preferences of smoking and nonsmoking employees, and encourages accommodating these preferences within reasonable limits" was rejected by employee relations director. Workplace kit sent; additional assistance may be warranted. We will continue to follow up.

Louise Mulfeld
American Express Company
New York, NY

Field Staff Contact: Notified of request and will assist with follow up if necessary.

Mulfeld attended the New York Chamber of Commerce and Industry workplace smoking seminar on 10/02/85 and subsequently requested copies of sample workplace smoking policies. We provided Mulfeld with samples of reasonable policies and offered our assistance.

In a follow-up phone call, Mulfeld said AE is not writing a formal company policy. Policies may be written as need arises i.e. in compliance with laws in different regions of the country. Workplace kit sent. Will follow-up if necessary.

Robert Heckman
Wheler Corporation
Livingston, NJ

Field Staff Contact: Notified of request and will assist with follow up if necessary.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Heckman contacted us as a result of R.J. Reynolds' mailing to Fortune 1000 corporations. Heckman is responsible for drafting a corporate policy that will comply with the New Jersey law that goes into effect on 3/1/85. We provided Heckman with policy samples and guidelines for establishing a reasonable policy. We will follow up.

Kate Smith
Stack & Gallager
Philadelphia, PA

Field Staff Contact: Field staff advised and will help with any follow up.

Smith's law firm has been asked to help a client draft a policy that complies with the New Jersey workplace law. We have provided appropriate material; Smith will refer other clients to us in the future.

In a follow-up phone call, we learned that Kate Smith is no longer with the firm. Mrs. Cordella, the office manager, is searching files for reference to our contact. We will continue to follow up.

Region IV
(Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin)

Wayne A. Fjelstad
Iowa City Fire Department
Iowa City, IA

Field Staff Contact: Staff notified of contact and input provided; additional assistance may be required in the future.

Fjelstad wrote TI and several tobacco companies an impassioned letter concerning a new smoking policy for Iowa City firefighters. The new policy prohibits smoking in the office and the all purpose room. Smoking is permitted only in the engine room and in the bathroom.

We have consulted counsel on Fjelstad's letter and continue to follow up.

Roger Elias
GELCO Corporation
Eden Prarie, MN

Field Staff Contact: Although other commitments kept staff from accompanying us on our briefing, he will

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

assist in follow up.

Elias serves as GELCO's employee relations manager and is currently serving as chairman of the company's workplace smoking committee. GELCO is a financial management planning company that employs 1,000 individuals. The committee of ten middle management employees -- smokers and nonsmokers -- has been charged with researching all aspects of the issue to determine if a policy is necessary and if so, to draft an appropriate policy.

We gave a one hour presentation on all aspects of the issue to the committee on 12/10/85. GELCO was complimentary of our materials and our arguments, offering to arrange briefings for other Minnesota employers (including General Mills).

In a follow up phone call we learned that the committee conducted an employee survey and drafted a policy that seeks to acccommodate smokers and nonsmokers to the extent possible. The policy has been submitted to management. We will continue to follow up.

Megan Ricke
Soo Line Railroad Co.
Minneapolis, MN

Field Staff Contact: Staff had hoped to accompany us on our briefing; other commitments interfered. Staff will assist with follow up if necessary.

Soo Line's chief executive officer is leaning very heavily toward a total ban on smoking in the workplace and was gearing toward a 01/01/86 effective date. Ricke contacted us for information on the issue and alternatives to a total ban. We met with Ricke on 12/09/85.

As a result, Ricke was successful in securing a delay and will attempt to draft a policy short of a total ban by April 1986. We will continue to provide assistance to Ricke.

Marv Manderey
General Mills
Minneapolis, MN

Field Staff Contact: Advised of request and will assist with follow up if necessary.

Following contact by a GELCO Corp. representative, Manderey informed us that General Mills may soon be considering a restrictive policy and requested

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

information on the issue. We provided Manderey with our workplace smoking kit and offered our assistance. Manderey has indicated that he would like to meet with us.

We met with Manderey concerning policy options and learned that General Mills is focusing on their wellness program rather than a restrictive policy. They are still planning to permit work area smoking. We will continue to follow up.

Marc Shapiro
Office and Professional Employees Int'l. Union
Madison, WI

Field Staff Contact: Situation reviewed with field staff, who will coordinate follow up where possible.

OPEIU represents some 1,100 workers at the CUNA Mutual Insurance Company, which recently announced a new smoking policy: a ban on hiring of smokers effective August 15, 1985; a workplace smoking ban effective July 1, 1987; all current smokers employed at the time of the 1987 ban will be subject to firing.

Shapiro asked for information concerning legal challenges, to fortify him for upcoming contract negotiations. We are working through TI counsel, local legislative counsel, and representatives of the AFL-CIO international to ensure Shapiro receives all appropriate assistance.

Region V
(Alaska, Hawaii, Idaho, Montana, Oregon, Washington)

Roy Nordberg
KREM-TV
Spokane, WA

Field Staff Contact: Field staff advised.

Nordberg contacted longtime friend Walker Merryman for assistance, as his station had recommended a policy that would restrict smoking to private offices and a single lounge. Nordberg refused to sign off on the policy, and asked for TI assistance. We have provided appropriate material.

In a follow-up phone call, Nordberg said TI materials were forwarded to the general manager. A policy banning smoking everywhere except a conveniently located lounge has been implemented and according to Nordberg, is considered fairly equitable by smokers and nonsmokers.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Region VI
(Delaware, D.C., Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia)

Jackie Falk
Employee Relations Department
American Petroleum Institute
Washington, D.C.

Field Staff Contact: Staff notified, we are awaiting input.

Falk has been asked by her boss to survey other companies as to policies regarding provision of desk top smoke removal devices -- does the employer pay, or the employee. We discussed the issue in general with her, and have provided what anecdotal material we have on her specific question.

In a follow-up phone call, we learned that Falk is no longer employed at API however, the personnel office said that API has not written a policy and is providing air removal devices to employees that request them. We are sending a workplace kit for reference.

Ralph Hoar
Comsis
Wheaton, MD

Field Staff Contact: Staff notified, we are awaiting input.

Hoar, a smoker, called with specific questions about the efficacy of various smoke-removal devices. There is a proposal to ban smoking in his 50-member consulting firm. About 10 percent of employees smoke.

Hoar attributes the proposed smoking ban to a "twerp who aspires to management," explaining that a single individual assigned to develop a personnel handbook was using that assignment as an excuse to implement a smoking ban. He is unaware of any complaints from nonsmokers.

In a follow-up call, Hoar said the employee manual was never written; the smoking issue never raised.

L.S. Blades III
Carolina Telephone and Telegraph Company
Tarboro, NC

Field Staff Contact: Field staff contacted and input

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

requested. None received thus far.

Blades as well as other employees contacted us concerning a restrictive policy that only permits smoking in designated areas of employee lounges and while traveling alone in company vehicles. The policy went into effect on 1/2/86.

At our request, member company lobbyists are exercising subtle pressure to persuade company president D. Wayne Peterson to ease off the policy. We have also written to Peterson expressing our concern with such a restrictive policy in an area historically and economically dependent upon tobacco. We have suggested that the company make more of an effort to accommodate the preferences of their smoking employees. We are continuing to follow up.

Candace Wroth
Time-Out Family Amusement Centers
Fairfax, VA

Field Staff Contact: Field staff notified; we await input.

Wroth's 40-person office is "feeling out" the issue and asked to review TI materials. We continue to follow up.

In a follow-up phone call, Wroth said her office adopted policy banning smoking in common areas such as hallways, lunch rooms and conference rooms. Smoking is permitted in private offices and in open office space shared by smokers and nonsmokers, cooperation/accommodation between conflicting parties is encouraged.

According to Wroth, the policy is deemed fair by everyone.

Region VII
(Alabama, Arkansas, Florida, Kentucky, Louisiana, Mississippi, Tennessee)

The Florida Chamber
Tallahassee, FL

Field Staff Contact: Initiated contact with The Florida Chamber and a coalition of Florida business associations.

We met with Carruthers and a coalition of Florida business association executives to encourage employer compliance with the Florida Clean Indoor Air Act which became effective on 10/1/85. The objective is to avoid

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

the necessity of additional, more restrictive legislation. We worked with Carruthers to draft "An Employer's Guide to the Florida Clean Indoor Air Act." The guide encourages companies to adopt reasonable policies that attempt to accommodate the preferences of smokers and nonsmokers.

Eight thousand brochures have been mailed out to Florida employers. Carruthers has left the Chamber. Field staff is assisting with follow up.

Michelle Francis
White & Case
Palm Beach, FL

Field Staff Contact: Advised and will assist with follow up if necessary.

Francis serves as the office manager for this law firm and is trying to work out an arrangement that will accommodate smokers and nonsmokers. We provided Francis with our workplace smoking kit and information concerning the Florida Clean Indoor Air Act that required companies to adopt a policy by 10/01/85. We will continue to follow up with Francis.

In a follow-up phone call, we learned that Francis is no longer with the firm however, office manager Jerri Maxcy said smoking was not a problem because of office layout. No policy has been adopted. Maxcy requested new/updated information. A copy of the Florida chamber book will be forwarded.

Region VIII
(Colorado, Kansas, Missouri, New Mexico, Oklahoma, Texas, Wyoming)

Joan Krabill
Mountain Bell
Lakewood, CO

Field Staff Contact: Staff alerted; input requested.

Krabill called because her floor of the company building voted to ban smoking. She asked for information on how other companies deal with the issue, as well as information on ventilation equipment. We have mailed the requested information and are following up.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000

Mike Ramer
Public Service Commission
Denver, CO

Field Staff Contact: Staff advised and will assist with follow up if necessary.

Ramer's office is experiencing complaints from smokers. Although he opposes policies, he feels he may have to take action. We have provided materials and continue to follow up.

In a follow-up phone call, Ramer said that instead of writing a formal/company policy the Commission has decided to make each division manager responsible for "accommodating" smoking and nonsmoking employees. Ramer requested new/updated materials.

As a member of an industrial hygiene association, he suggested that we make a presentation, similiar to the one made at the Colorado Safety and Risk Management Conference, at an industrial hygiene conference in Oct. in Boston. Agenda being set in August. We will follow-up.

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Source: https://www.industrydocuments.ucsf.edu/docs/zkcl0000